

Municipal Building
201 Market Ave. P.O. Box 10
Port Edwards, Wisconsin 54469
Phone: 715-887-3511

VILLAGE OF PORT EDWARDS
PUBLIC MEETING NOTICE
FINANCE AND HUMAN RESOURCES COMMITTEE
Thursday, 9 March 2023
4:30 P.M. AT THE MARSHALL BUEHLER CENTER

If you a member of the public wish to listen, please call the dial in number below and you will be acknowledged

Join Zoom Meeting: <https://us06web.zoom.us/j/86423741636?pwd=YWNhV2Q0ZG5ERzczK1NIMzFTdFJRQT09>

Meeting ID: 864 2374 1636, Passcode: 246958, One tap mobile +16465588656

Phone Audio only: Meeting Dial-in number: 715-423-6698, Access Code ID: 02067

Agenda:

1. Call to order
2. Roll call
3. Approve the Agenda
4. Approve the previous committee minutes, from 2 February 2023
5. Public comments on agenda items
6. Chairperson comments.
7. Discussion then **MOTION** to approve the monthly bills, journal entries for previous month and financial report.
8. Discussion on DRAFT wage study progress and future payroll initiatives
9. Discussion on the current Continuity of Operations Plan for the Village for key staff
10. Discussion on the proposed Employee survey questions
11. Discuss Old Business
12. Discuss New Business
13. Correspondence received
14. Agenda items for next meeting
15. Next meeting date, 6 April 2023, at 4:30pm, 1630
16. Adjourn.

Village of Port Edwards
Betsy Mancl – Committee Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Relations

DATE: 2 February 2023

TO: JOSEPH ZURFLUH

cc: BETSY MANCL

SUE MITCHELL

TIARA GRUNDEN

SCOTT DREW

CALEB MCGREGOR

ERIK SAYLOR

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

RAYMOND BOSSERT

JASON WORDEN

DIANE TREMMEL

LONN RADTKE

Purpose of Meeting: Regular Monthly Meeting

Attendance: R. Bossert, D. Tremmel, B. Mancl, S. Mitchell, L. Radtke

Absent: J. Zurfluh

Citizens: Ben Martinson, T. Grunden (Via ZOOM)

Subjects discussed, Action, Taken & Board Action Required:

Regular Monthly Meeting

- **Call to Order:** meeting called to order by Mancl-Chairman at 4:29 pm
- **Roll Call:** all present from above.
- **Approve the agenda & previous month's minutes from 4 November, 2022: MOTION**
(Mitchel/Radtke) to approve agenda. **Motion carried.**
- **Public Comments on agenda items:** None
- **Committee Chairman's comments:** None
- **Discussion then MOTION to approve the monthly bills, journal entries for previous month and financial report:** No discussion. (Mitchell/Radtke) **Motion to approve carried.**
- **Old Business:**
 - -Discussion on Village Employee satisfaction survey, draft questions presented by the Administrator. Discussion on the focus of the survey. Is it about Job satisfaction or pay and benefits satisfaction? Request to add a range of answers, not just YES or NO. Also add a comment block to every question. Will review

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Port Edwards, Wisconsin

the questions and take any input from staff or trustee's and present a new survey next month.

- **PAA Payroll survey analysis.** A presentation showing the 2 page PAA pay survey was presented and it was made clear that the Village has completed over 90% of the pay adjustment recommendations by the PAA. The report is now 'stale' and over 3 years old and the staff will craft a new pay survey for discussion. The administrator requested some general guidance on the concerned areas on pay and what the consensus of the board would be in raising---- the hourly rate?, the benefits?, etc.... this would help in crafting a report.
Trustee Radtke mentioned that employee recognition should be rekindled and would be supportive of different measures to do so, plaques, recognize work anniversaries, cards, etc...
The Administrator will present an updated complete staff analysis and include some options to recognize performance- step increases, years of service increases, etc...

- **New Business:**
- **Correspondence received:** None
- **Future Agenda items for next meeting:** Employee survey presentation, payroll review for increases, Boundary agreement and financial impacts.
- **Next Meeting date:** *March 9, 2023 at 4:30 pm*
- **Adjourn:** adjourned at 5:25 by Mancl

Betsy Mancl- Committee Chairman

Village of Port Edwards



Raymond. D "Boz" Bossert Jr.
Village Administrator

Municipal Building
201 Market Ave
Port Edwards, Wisconsin, 54469
Phone: 715-887-3511
Fax: 715-887-3524

23 November 2022

Village "Bench Plan"

Continuity of Operations or Coverage Plan for key employees not present at work.

The Village has a small staff and some positions are not very "deep". We also live in a very uncertain and volatile environment, in that case the below coverage plan will identify a plan if a principal team member is not here and the coverage concept with who will be conducting the work for that position. It will also address options to increase our coverage in the future.

Village Administrator- NO BACKUP.

A department head would be identified if the Administrator is absent for more than 24 hours. Due to connectivity and if available the Administrator is still available to answer questions or participate from a distance.

Potential Fix- utilizing a part-time hire, train a replacement to act as an assistant Village administrator and be able to carry on "in person" activities in the absence of the administrator. Not very effective since the amount of knowledge necessary exceeds a part-time staff person.

COST- part-time employment annually 16 hours a week (\$156 per week- \$9200 annually)

Village Clerk Treasurer- NO BACKUP.

The Deputy Clerk can cover down on a portion of the activities, in reality many of the legal clerk duties and treasurer functions would be left undone until the "actual" returns.

Potential Fix- utilizing a part-time hire, train a replacement to act as an assistant Clerk/Treasurer and be able to carry on "in person" activities in the absence of the Clerk/Treasurer. Not very effective since the amount of knowledge necessary exceeds a part-time staff person.

COST- part-time employment annually 16 hours a week (\$156 per week (\$11 per hr)- \$9200 annually)

Deputy Clerk- Village Clerk/Treasurer and Administrator

The Clerk/Treasurer and Village Administrator can cover most of the taskings conducted by the Deputy Clerk. This may cause some delay in actions of their primary jobs, but the Village can function.

Potential Fix- utilizing a part-time hire, train a replacement to act as an assistant deputy clerk and be able to carry on "in person" activities in the absence of the deputy clerk.

COST- part-time employment annually 16 hours a week (\$156 per week (\$11 per hr)- \$9200 annually)

Police Chief- Senior officer in charge

The senior patrol officer can cover down on some of the Chief responsibilities. Due to connectivity and if available the Chief is still available to answer questions or participate from a distance.

Potential Fix- The future addition of a senior officer to our department will offer a “deputy” chief option to make this a smoother transition, to be expected late 2023..

COST- when needed the Designated officer acting as the Chief will receive \$1 per hour extra pay to conduct those duties (\$60per week (\$1 per h/12 hour shift/ 5 days per week)- \$3200 annually). Otherwise, the cost for an additional senior officer would be approx. \$120K annually.

Fire Chief- Senior officer in charge

The senior officer (assistant chiefs will conduct this role by default. Due to connectivity and if available the Chief is still available to answer questions or participate from a distance.

Potential Fix- we could add a Chief allotment stipend if this occurs to assist in the additional duties this involves with reports and meetings

COST- Potential additional meetings would be a meeting rate of \$20 per meeting (approx. \$40per week)- \$2080 annually)

Public Works Supervisor- Senior department member will step in.

The senior member (Leverance, Murray, Brandt) will conduct this role by default. Due to connectivity and if available the supervisor is still available to answer questions or participate from a distance.

Potential Fix- None required. If a long-term absence is required the ability to seek a retired staff member could be an option.

COST- We have an additional \$2 per hour while acting in this role for a staff member (approx. \$80 per week)- \$4160 annually)

Water department Supervisor- we have redundancy in this field due to depth in training

The other members (Murray, Brandt, Martinson) can conduct this role by default.

Potential Fix- ensure we train 2 additional team members to conduct this job, this training could cost approx. \$5000 to certify a new or existing team member.

COST- we could have additional overtime charges to act in this roll (approx. \$100 per week)- \$5200 annually)

Sanitation department Supervisor- we have redundancy in this field due to depth in training

The other members (Leverance, Brandt, Martinson) can conduct this role by default.

Potential Fix- ensure we train 2 additional team members to conduct this job, this training could cost approx. \$5000 to certify a new or existing team member.

COST- we could have additional overtime charges to act in this roll (approx. \$100 per week)- \$5200 annually)

Overall recommendation is that in the general government department, having a part-time member to become familiar with the role of Administrator, Clerk and Treasurer would be extremely beneficial to ensure continuity of effort this cost could be approx.. \$10-15K annually to get trained and maintain proficiency in their roles. The challenge is to find that person for that low cost on a part-time basis. This training also provides for a smoother transition into these critical rolls over time by internal staff and potentially no need to hire externally. The challenge here is this option is not too effective and while places a “body” in a seat the ability to effectively perform these duties is very limited.

We will continue to maintain the depth in training in the Public Works department to accommodate any gaps in coverage by staff. No issues here as long as we fund annual training for the staff, approx. \$5-10K annually. This training also provides for a smoother transition into these critical rolls over time by internal staff and potentially no need to hire externally for these hire pay positions and replace the internal candidates with lower waged staff.

In the Police department the critical need for a senior patrol officer to act on behalf of the chief, as well as conduct SRO or patrols would be extremely beneficial and automatically allow for that back-up coverage. Here the cost is much higher, close to \$120K annually to provide that depth in the bench. However this also allows for that officer to step into the Chief roll if he departs and in that case save the Village in recruiting and hiring costs.

Questions or concerns, contact me at 715-315-0304 or villageadmin@portedwardswi.gov.

Raymond D” Boz” Bossert Jr
Village Administrator